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# OSCAR Law School Admin User Guide - Part 2 (Version 2.0)

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May 24, 2006

U.S. District Court for the District of Columbia  
333 Constitution Avenue, NW.  
Washington, DC 20001

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## PART 2

Welcome to the Online System for Clerkship Application and Review (OSCAR). The Law School Administrator Interface is the largest module of the system and covers numerous system functions pertaining to applicants, recommenders, judges, and basic administration. Part 2 of the user guide addresses recommenders, school administration, reporting, Master Recommender Directory, emails, help, and logging out.

### 7.0 Recommenders

OSCAR provides the ability for law school staff to perform the following functions under the Recommenders navigation bar located on the left of the screen:

- Create and manage recommender accounts and passwords
- Send emails to recommenders
- View the status of requests for letters of recommendations
- Create and print reports of pending letters of recommendation
- Upload, edit, and delete recommendation letters on behalf of the recommender
- Use the new Login As capability that provides the administrator with direct access to the recommender's account and allows the administrator to perform the same functions as the recommender.

### 7.1 Viewing Recommenders


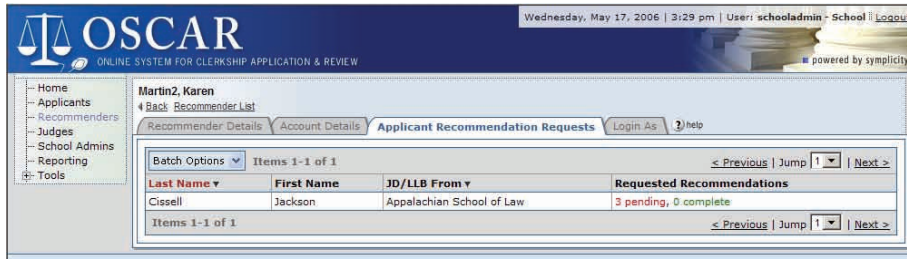
1. Select Recommenders on the left navigation bar. The OSCAR screen displays a list of the recommenders' names, email addresses, and the status of recommendations. The Recommendations status column indicates the number of recommendation requests pending, completed, or withdrawn for that recommender.
2. Click on the Review icon  in the first column or the name of the recommender in the second column. The system displays four tabs: Recommender Details, Account Details, Applicant Recommendation Requests, and Login As. The Recommender Details lists the full name, phone number, and email address of the recommender, as well as the faculty assistant email address.
3. Click on the Applicant Recommendations Request tab. This screen displays a list of the applicants who have requested letters of recommendation. The Recommendations status column indicates the number of recommendation requests pending, completed, or withdrawn for that applicant.

Figure 24. Viewing Recommenders



## 7.2 Performing a Keyword Search on Recommender's Name or Email Address

1. From the Recommender navigation bar and Recommenders Tab, go to the Keywords field and enter the name of the recommender that you are searching for.
2. Click Apply Search. The system will display the name of the recommender.
3. Click on the Clear button to reset the fields.

(Note: You may perform a search for all recommenders who have pending recommendations by clicking Yes for Pending Recommendations and Apply Search.)

## 7.3 Creating a New Recommender

1. From the Recommenders Tab, click on the Add New button.
2. Click on the Recommenders Detail Tab and fill out each of the fields.  
**Note:** The red asterisks denote required fields.
3. Click Save to save your entries and to continue working in that recommender's account. (Note: If you need to make any changes, click on the Edit button.)
4. Go to the Accounts Detail tab. Enter the recommender's email address as the username and type the password twice.

(Note: You may edit recommender accounts and change passwords from the Recommender Details and Account Details Tabs.)

Figure 25. Creating New Recommender

OSCAR  
ONLINE SYSTEM FOR CLERSHIP APPLICATION & REVIEW

Wednesday, May 17, 2006 3:44 pm | User: schooladmin - School | Logout

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Home  
Applicants  
Recommenders  
Judges  
School Admins  
Reporting  
Tools

Recommenders  
Back Recommender List

Recommender Details Account Details Applicant Recommendation Requests Login As Help

Exit Save Cancel Delete

Recommender \* indicates a required field

First Name\*  
Last Name\*  
Email\*  
Phone Number  
Faculty Asst Email

Exit Save Cancel Delete

Figure 26. Creating a New Recommender's Account and Changing Recommender's Passwords

OSCAR  
ONLINE SYSTEM FOR CLERSHIP APPLICATION & REVIEW

Wednesday, May 17, 2006 3:46 pm | User: schooladmin - School | Logout

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Home  
Applicants  
Recommenders  
Judges  
School Admins  
Reporting  
Tools

Account Details  
Back Recommender List

Recommender Details Account Details Applicant Recommendation Requests Login As Help

Save & Exit Save Cancel Changes Delete Record

\* indicates a required field

Account Information  
Enter all information as completely as possible:

Username\*  
Password\*  
Verify Password\*

Save & Exit Save Cancel Changes Delete Record

## 7.4 Changing a Recommender's Password

1. From the Recommenders Tab, select your recommender by clicking on the magnifying glass icon located to the left of the applicant's name.
2. Click on the Account Details Tab.
3. Click on the Edit button.
4. Enter the password in both the Password field and Verify Password field.
5. Click on the Save & Exit button to accept the password change and to return to the Recommenders Tab. Click on the Save button to accept the password change and to continue working under that recommender's account.

## 7.5 Creating a Report of Applicants under Recommender Account

OSCAR Version 2.0 incorporates a new feature called "Save As Excel." This feature provides the capability for the user to create, save, and print a report of all applicant requests for recommendation letters for an individual recommender.

1. From Recommenders navigation bar, click on magnify glass icon to the left of the recommender's name.
2. Click on the Applicant Recommendation Requests Tab.
3. Click on Batch Options and select Save As Excel.
4. From Save As Excel, select either Entire List or This Page.

Note: This procedure is similar to the procedures outlined in Section 5.9.1.

## 7.6 Sending Email to Recommenders

OSCAR Version 2.0 added a feature that provides the ability for law schools to send emails to their recommenders. This capability is provided through the Batch Options function under the Recommenders List. The email function was added to the system in Version 2.0 to allow the law schools to control the sending of reminder emails to their faculty recommenders.

Note: The only email that is automatically generated in OSCAR for recommenders is the Evite email. **The Evite email is only sent ONCE** to the recommender upon the first time that they are selected by any applicant as a recommender. The Evite contains the recommender's username and password to the OSCAR System. The OSCAR system will NOT send subsequent emails to the recommender for each recommendation request.

1. From the Recommenders tool bar, OSCAR displays the list of recommenders.
2. Identify the recommenders that you want to send an email to by performing the following:
  - Selected Recommenders – click in the check box to the left of each recommender's nameOR
  - All Recommenders – click in the box with the plus sign (Select All). This box is located at the very top of that column.
3. Click on the Batch Options button and select Mail. Note: From Mail, you can either select [new message] or one of your saved messages.

4. The Mail Wizard will appear. Create your email message.

The Mail Wizard has a box titled "Message Options" located in the top right of the screen. The Message Options allows the user to save the email for his/her records or to re-use. There are three choices: (1) Do Not Save, (2) Save Changes, and (3) Save As New.

The Available Fields box (located under Message Options) provides 5 merge fields that are available for the creation of emails. Click on the merge field(s) that you want to use and they will appear in the Message Body.

[fullname]  
[date]

[email]  
[tab]

[password]

The Add Item button allows the user to attach a document to the email message.

5. At the bottom of your screen, scroll to the right and click on the Next button.
6. OSCAR will display the email addresses of all the recipients that you have identified under Batch Options. NOTE: The user has the ability to remove any recipients from the list at this time. Click Send Message.
7. Click the Done button to send your message.

Figure 27. Creating Recommender Emails

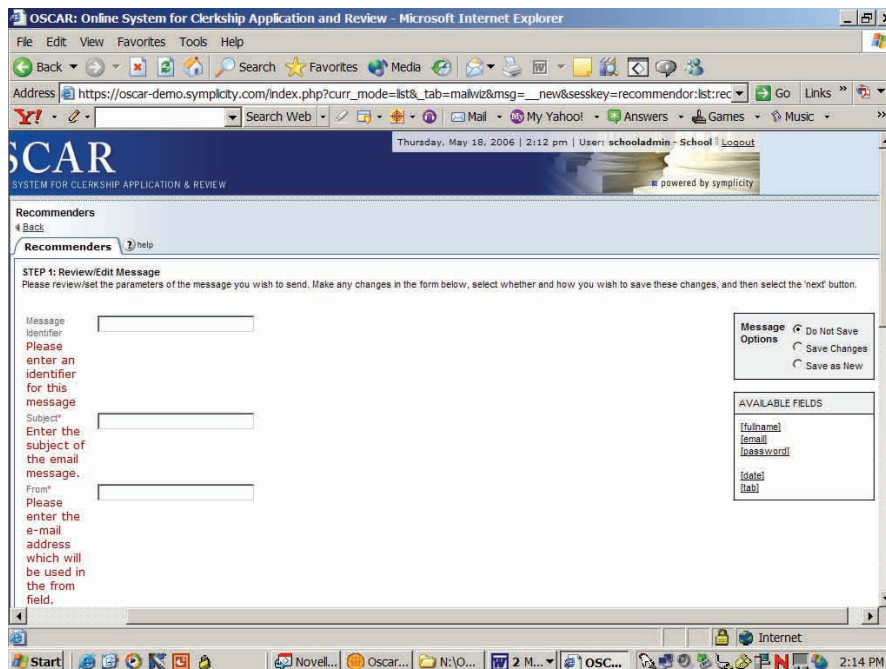


Figure 28. Sending Recommender Emails (Continued)

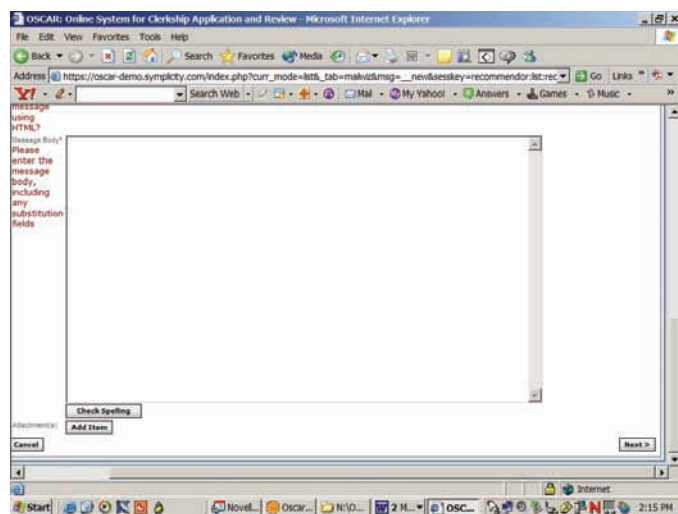


Figure 29. Sending Recommender Emails (Continued)

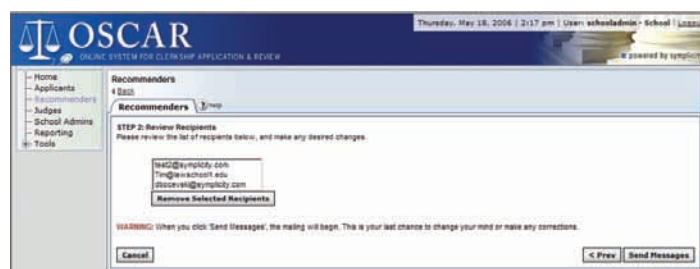
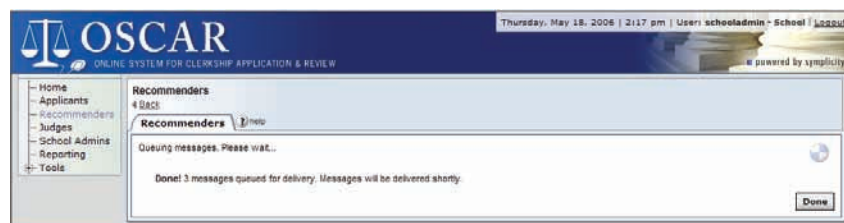


Figure 30. Sending Recommender Emails (Continued)





## 7.7 Login As Recommender

OSCAR Version 2.0 provides the ability for the law school administrator to log in as the recommender. The Login As capability provides direct access to the recommender's account and allows the administrator to perform all of the functions as the recommender:

- Review recommendation requests
- Upload recommendations letters from an existing .pdf file
- Create recommendation letters in OSCAR using the online editor and send the letter to multiple judges
- Preview, edit, and delete recommendation letters


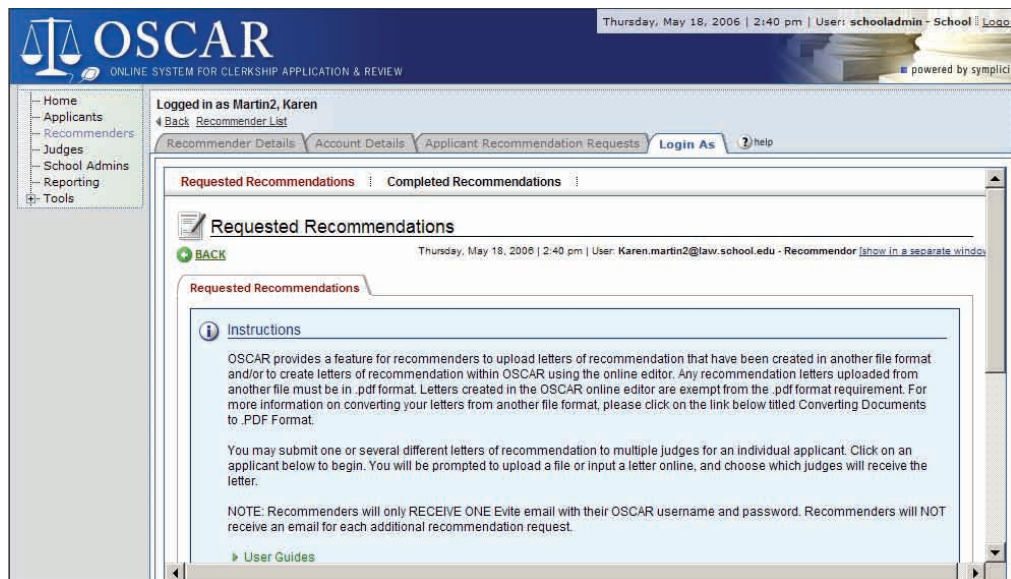
1. From the Recommenders navigation bar, click on the magnifying glass icon  to the left of the recommender's name.
2. The system will provide you direct access to that recommender's account. To perform any functions while logged in as the recommender, please refer to the OSCAR Recommender User Guide.

Figure 31. Login As Recommender



## 8.0 Judges

Law school staff has the ability to view and search the names and profiles of OSCAR participating judges.


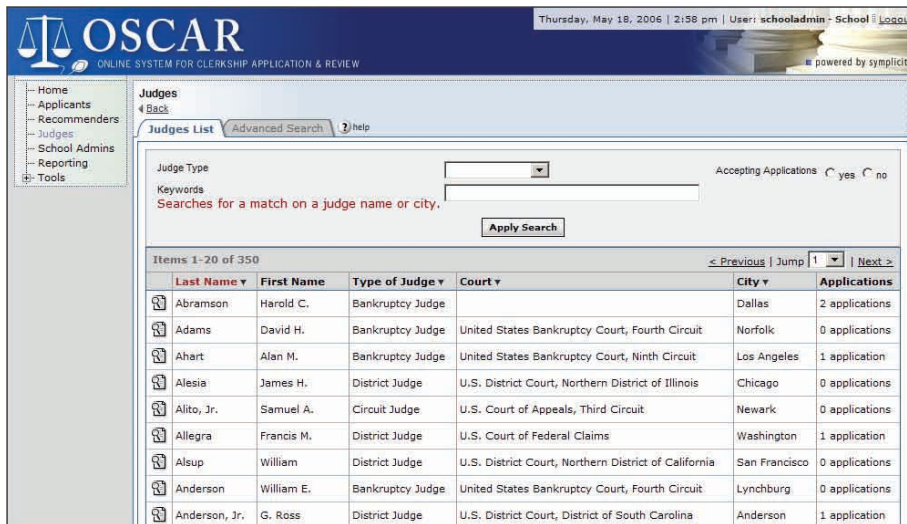
1. Select Judges on the left navigation bar. The OSCAR screen displays the Judge List tab and Advanced Search tab.
2. From the Judge List tab, click on the Review icon  in the first column and the following judge information is displayed: name, location, court, judge type, address, status, length of clerkship, document requirements, and number of recommendations required.

Figure 32. Accessing Judge Lists



Thursday, May 18, 2006 | 2:58 pm | User: schooladmin - School | Logout










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Home  
Applicants  
Recommenders  
Judges  
School Admins  
Reporting  
Tools

Judges  
Back  
Judge List | Advanced Search | help

Judge Type:   
Keywords:   
Accepting Applications: ☐ yes ☐ no  
Searches for a match on a judge name or city.  
Apply Search

Items 1-20 of 350 < Previous | Jump | Next >

Last Name	First Name	Type of Judge	Court	City	Applications
 Abramson	Harold C.	Bankruptcy Judge		Dallas	2 applications
 Adams	David H.	Bankruptcy Judge	United States Bankruptcy Court, Fourth Circuit	Norfolk	0 applications
 Ahart	Alan M.	Bankruptcy Judge	United States Bankruptcy Court, Ninth Circuit	Los Angeles	1 application
 Alesia	James H.	District Judge	U.S. District Court, Northern District of Illinois	Chicago	0 applications
 Alito, Jr.	Samuel A.	Circuit Judge	U.S. Court of Appeals, Third Circuit	Newark	0 applications
 Allegra	Francis M.	District Judge	U.S. Court of Federal Claims	Washington	1 application
 Alsup	William	District Judge	U.S. District Court, Northern District of California	San Francisco	0 applications
 Anderson	William E.	Bankruptcy Judge	United States Bankruptcy Court, Fourth Circuit	Lynchburg	0 applications
 Anderson, Jr.	G. Ross	District Judge	U.S. District Court, District of South Carolina	Anderson	1 application

3. To search the Judge List, click on the Advanced Search tab.
4. Select AND or OR.
5. Select the search criteria. The user can select any of the following search criteria:

Keywords – judge name or city  
Accepting applications – Yes or No  
City  
State

Specialty Court  
Circuit Code  
District Code  
Judge Type

Circuit and District Code Explanation
<p>1) The CIRCUIT CODE is simply the numeral for the particular circuit or "DC" or "FED". So, for example, the CIRCUIT CODE for the First Circuit is "1". Please note that district judges, magistrate judges, and bankruptcy judges (as well as circuit judges) all sit within a particular circuit so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge.</p> <p>2) The DISTRICT CODE is the two-letter abbreviation for the particular state followed by the abbreviation for the particular district. So, for example, the DISTRICT CODE for the Southern District of New York is "NYS". The DISTRICT CODE for the District of Massachusetts is "MA". Please note that magistrate judges and bankruptcy judges (as well as district judges) all sit within a particular district so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge within a particular district.</p>

(Note: Click on the Clear button if you want to remove your previous search parameters.)

Figure 33. Performing an Advanced Search

<p>And/Or  <input checked="" type="radio"/> And <input type="radio"/> Or            Choosing "And" will require search results to match all criteria. Choosing "Or" will return results which match any criteria.</p> <p>Keywords            Searches for a match on a judge name or the city.</p> <p>Accepting Applications <input type="radio"/> yes <input type="radio"/> no</p> <p>City  <input type="text"/></p> <p>State  <input type="text" value="Alabama"/></p> <p>Specialty Court  <input type="text" value="U.S. Court of Federal Claims"/>  <input type="text" value="United States Court of International Trade"/></p> <p>Circuit Code            See explanation on right.  <input type="text" value="01"/>  <input type="text" value="02"/>  <input type="text" value="03"/>  <input type="text" value="04"/>  <input type="text" value="05"/></p> <p>District Code            See explanation on right.  <input type="text" value="AK"/>  <input type="text" value="ALN"/>  <input type="text" value="ALS"/>  <input type="text" value="ARW"/>  <input type="text" value="AZ"/></p> <p>Judge Type  <input type="text" value="District Judge"/>  <input type="text" value="Magistrate Judge"/>  <input type="text" value="Bankruptcy Judge"/>  <input type="text" value="Circuit Judge"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>	<table border="1"> <thead> <tr> <th>Circuit and District Code Explanation</th> </tr> </thead> <tbody> <tr> <td> <p>1) The CIRCUIT CODE is simply the numeral for the particular circuit or "DC" or "FED". So, for example, the CIRCUIT CODE for the First Circuit is "1". For a list of circuits and which states they cover, <a href="#">click here</a>. Please note that district judges, magistrate judges, and bankruptcy judges (as well as circuit judges) all sit within a particular circuit so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge.</p> <p>2) The DISTRICT CODE is the two-letter abbreviation for the particular state followed by the abbreviation for the particular district. So, for example, the DISTRICT CODE for the Southern District of New York is "NYS". The DISTRICT CODE for the District of Massachusetts is "MA". For a list of districts and which cities they cover, <a href="#">click here</a>. Please note that magistrate judges and bankruptcy judges (as well as district judges) all sit within a particular district so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge within a particular district.</p> </td> </tr> </tbody> </table>	Circuit and District Code Explanation	<p>1) The CIRCUIT CODE is simply the numeral for the particular circuit or "DC" or "FED". So, for example, the CIRCUIT CODE for the First Circuit is "1". For a list of circuits and which states they cover, <a href="#">click here</a>. Please note that district judges, magistrate judges, and bankruptcy judges (as well as circuit judges) all sit within a particular circuit so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge.</p> <p>2) The DISTRICT CODE is the two-letter abbreviation for the particular state followed by the abbreviation for the particular district. So, for example, the DISTRICT CODE for the Southern District of New York is "NYS". The DISTRICT CODE for the District of Massachusetts is "MA". For a list of districts and which cities they cover, <a href="#">click here</a>. Please note that magistrate judges and bankruptcy judges (as well as district judges) all sit within a particular district so, if necessary, use the "judge type" search field to narrow your search to a particular type of judge within a particular district.</p>
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## 9.0 School Administration

The School Administration function of the system assists the law school in setting up OSCAR accounts for law school staff, assign system rights to each user, and change passwords. OSCAR has four types of system rights (**Administrator, Edit Law School Admin, Edit Student Accounts, and Read-Only**). Each law school is issued one Administrator account.

### 9.1 System Rights

#### 9.1.1 Administrator

The Administrator system rights give a user full access to the system to perform the following functions:

- Monitor and manage the applicants and recommenders from the law school
- Issue and change applicant and recommender passwords
- Issue logins and passwords to law school staff and assign system rights
- View applicants, edit their accounts, upload documents, and submit applications on their behalf
- View judge list
- Upload recommendation letters
- Build reports
- Create system emails
- Upload the Master Recommender Directory
- Login As applicants and recommenders

(Note: Only the Administrator has the system right to run reports and upload the Master Recommender Directory.) The Administrator can designate other users in each of the remaining categories.

#### 9.1.2 Edit Law School Admin

The Edit Law School Admin category allows the user to perform the following functions:

- Add/edit/remove law school admin accounts
- View applicants
- View recommenders
- View judge list

#### 9.1.3 Edit Students Accounts

The Edit Students Accounts category allows users to perform the following:

- Create/edit/remove students accounts
- Upload application documents
- Create/choose recommenders
- Submit applications on behalf of an applicant
- View recommenders; login as capability
- View judge list
- View school admins

#### 9.1.4 Read-Only

The Read-Only category allows users to perform the following functions:

- View recommenders list/export pending recommendations list to Excel to print reports
- View applicants list, profiles, documents, and applications
- View judge list and profile
- View school admins

### 9.2 System Access for Uploading Recommendation Letters

This section describes the method for law school staff to have system access for uploading recommendation letters on behalf of recommenders. **As explained more fully in the Recommender User Guide, each recommender will receive ONE EVITE email with a username and password the first time any applicant requests him/her as a recommender.**

In addition, OSCAR provides the ability for law schools to gain access to the requests for recommendation letters and upload letters on behalf of the recommenders through four methods.

- The first method is by the Master Recommender Directory containing a cc: email address of a faculty assistant. (The faculty assistant cc: law school staff member has the ability to batch upload recommendation letters on behalf of the recommender using the mail merge feature.)
- The second method is the "universal cc." The initial law school signup form allowed the school to designate one email address as the "universal cc" to receive copies of all recommender email Evites. This feature allows an administrator to retrieve a recommender's username and password quickly if needed. If no "universal cc" was designated on the original signup form, the law school administrator may designate a "universal cc" as part of the assignment of new law school accounts. The administrator would enter the email address of the school's designated "universal cc" in the CC: on the Recommender Emails box when creating/editing an account. (The "universal cc" has the ability to batch upload recommendation letters on behalf of the recommender using the mail merge feature.)
- The third method is by the law school administrator going to Applicants, selecting the applicant, and clicking on Pending Recommendations. (This method only allows the law school administrator to upload a single recommendation letter at a time.)
- OSCAR Version 2.0 added the new Login As Recommender capability that law school staff that have Administrator or Edit Students Accounts system rights have access to. The Login As capability provides the law school staff with direct access to the recommenders accounts and can upload batch recommendation letters using this feature.

**To issue accounts to law school staff to upload recommendation letters, the law school administrator needs to create accounts for the staff with Edit Student Accounts rights.**

## 9.3 Creating Law School Accounts

1. Select the School Admins on the left navigation bar.

Figure 34. Viewing and Creating Law School Accounts

Last Name	First Name	Email	School
		dagom16@yahoo.com	Appalachian School of Law
		laura_simon@dcd.uscourts.gov	Appalachian School of Law
Ann	Sally	Sally.ann@lawschool.edu	Appalachian School of Law
Blake	Olivene	olivene_blake@dcd.uscourts.gov	Appalachian School of Law
Burgess	Joe	joe_burgess@dcd.uscourts.gov	Appalachian School of Law
Simon	Emily	Emily.Simon@lawschool.edu	Appalachian School of Law


2. To view user information, click on the Review icon  in the first column next to the name of the user. The system displays the account information for that user.
3. To add a new user, click on the Add New button on the School Admin Users List. The system prompts the user to enter the School Admin Information such as name of the new user and email address. **Note: If you have already designated an administrator to receive cc's for all recommender emails, leave the CC: on Recommender Emails blank.** When completed, click Save & Exit or Save. The Save & Exit button allows the user to complete the function and exit that record. The Save button allows the user to perform additional functions within that record.

Figure 35. School Admin Information

First Name:

Last Name:

Email:

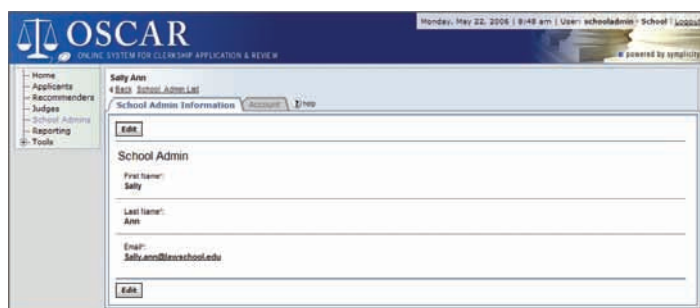
Phone:

CC: on Recommender Emails: A CC of the email sent when a student (from this administrator's) school requests a new recommender who is not already in the system will be sent to this address.  
NOTE: If you have already designated an administrator to receive cc's for all recommender emails, leave this field blank.



4. From the new user's School Admin Information screen, click on the Account tab. Enter the new user's password in both the Password and Verify Password fields.
5. Select the appropriate system rights for the new user (Read-Only, Edit Student Account, Edit Law School Admin, and Administrator). See Section 9.1.
6. When done, click on Save & Exit or Save. The Save & Exit button allows the user to complete the function and exit that record. The Save button allows the user to perform additional functions within that record.

Figure 36. School Admin Information Screen - Edit






## 10.0 Reporting

The law school administrator has the ability to run the following seven reports within the OSCAR system.

- Applicant Contact/Profile Information
- Pending Recommendations by Applicant
- Applicants Using Hold for Later Submission
- Applicants by Graduation Year
- Recommendation Request by Recommender with Applicant Names and Judges
- Recommender List #2 – Recommender Contact Information
- Recommendation Requests by Applicant with Recommender Names and Judges

OSCAR displays the reports screen with the list of reports noted above. There are three icons available for the administrator to use in running reports:

-  Review Latest Run
-  Regenerate Report
-  Previous Run

To access, run, and save the reports, perform the following steps:


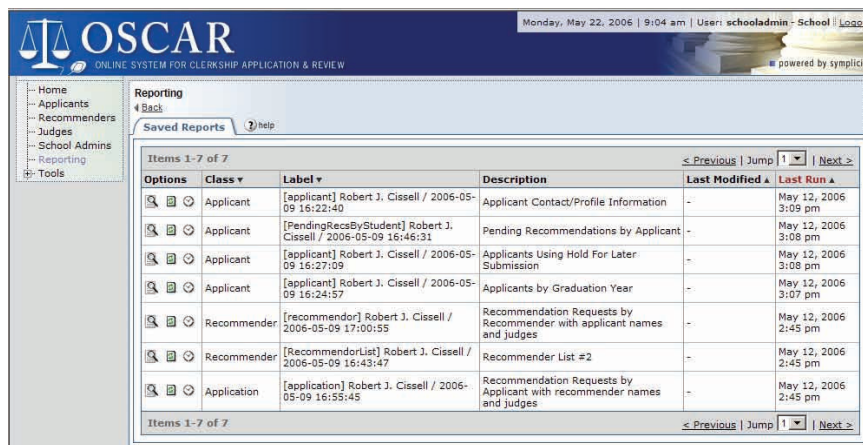
1. Click on Reporting located on the left navigation bar.
2. Select the appropriate report.
3. Click on the  icon to run/regenerate the report.
4. A review screen will appear while running the report. When complete, click on View Report.
5. When the report appears, click on Save As Excel to save the report.

Figure 37. Reports



Figures 38 through 44 depict examples of the seven types of reports that are available to the law school administrators.

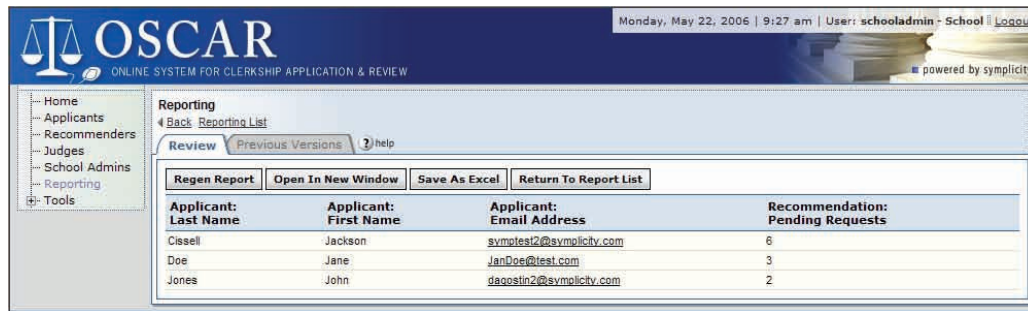
Figure 38. Sample - Applicant Contact/Profile Information

The screenshot shows the OSCAR Reporting interface with the 'Applicant Contact/Profile Information' report selected. The report displays a table with columns for Applicant Last Name, Applicant First Name, Applicant Email Address, Applicant Home Phone, Applicant BA/BS From, Applicant Date of BA/BS, Applicant Date of JD/LLM, Applicant Class Rank, Applicant Law Review, Applicant Mailing Address Street, and Applicant Mailing Address City. The table lists ten applicants, including Casell, Jane, Jones, Marley, Meyer, Parker, Simon, and Smith.

Applicant Last Name	Applicant First Name	Applicant Email Address	Applicant Home Phone	Applicant BA/BS From	Applicant Date of BA/BS	Applicant Date of JD/LLM	Applicant Class Rank	Applicant Law Review	Applicant Mailing Address Street	Applicant Mailing Address City
Casell	Jackson	casellj@lawmichigan.com	571	Holy Apostles College & Seminary	03/12/2006	2007	33%	No	117	Washington Park
Doe	Jane	janedoe@lawmichigan.com	202-123-4567	Baylor University	04/01/2006	2007	10%	No	111 Oscar Street	Washington
Jones	John	johnjones@lawmichigan.com	212-222-3333	Columbia University	04/24/2006	2006	10%	Yes	123 Park Avenue	New York
Marley	Ben	benmarley@lawmichigan.com	202-111-2222	Alabama State University	05/01/2006	2007	10%	No	333 State Street	Washington
Meyer	Mike	mikemeyer@lawmichigan.com	222222	Georgia Institute of Technology	04/09/2005	2006	50%	No	22222	Miami
Parker	Mary	maryparker@lawmichigan.com	222-222-2222	Appalachian State University	04/01/1997	2006	15%	No	124 State Street	Washington
Simon	Laura	laurasimon@lawmichigan.com	123-4444	George Mason University	06/09/2005	2006	10%	No	123 State St.	Washington
Smith	Chris	chris@lawmichigan.com	111-2222	George Washington	05/01/1999	2006	10%	No	123 Smith Street	Washington



Figure 39. Sample - Pending Recommendations by Applicant



Monday, May 22, 2006 | 9:27 am | User: schooladmin - School | Logout

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Home  
Applicants  
Recommenders  
Judges  
School Admins  
Reporting  
Tools

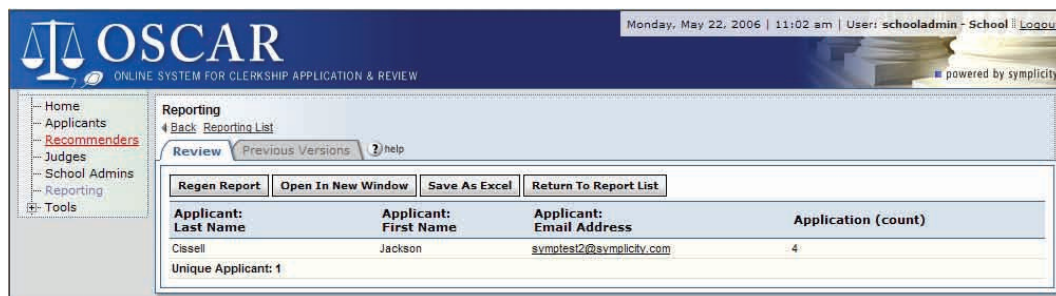
Reporting  
Back Reporting List

Review Previous Versions ? help

Regen Report Open In New Window Save As Excel Return To Report List

Applicant: Last Name	Applicant: First Name	Applicant: Email Address	Recommendation: Pending Requests
Cisell	Jackson	symplest2@symplicity.com	6
Doe	Jane	JanDoe@test.com	3
Jones	John	dagostin2@symplicity.com	2

Figure 40. Sample - Applicants Using Hold for Later Submission



Monday, May 22, 2006 | 11:02 am | User: schooladmin - School | Logout

powered by sympathy

Home  
Applicants  
Recommenders  
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School Admins  
Reporting  
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Reporting  
Back Reporting List

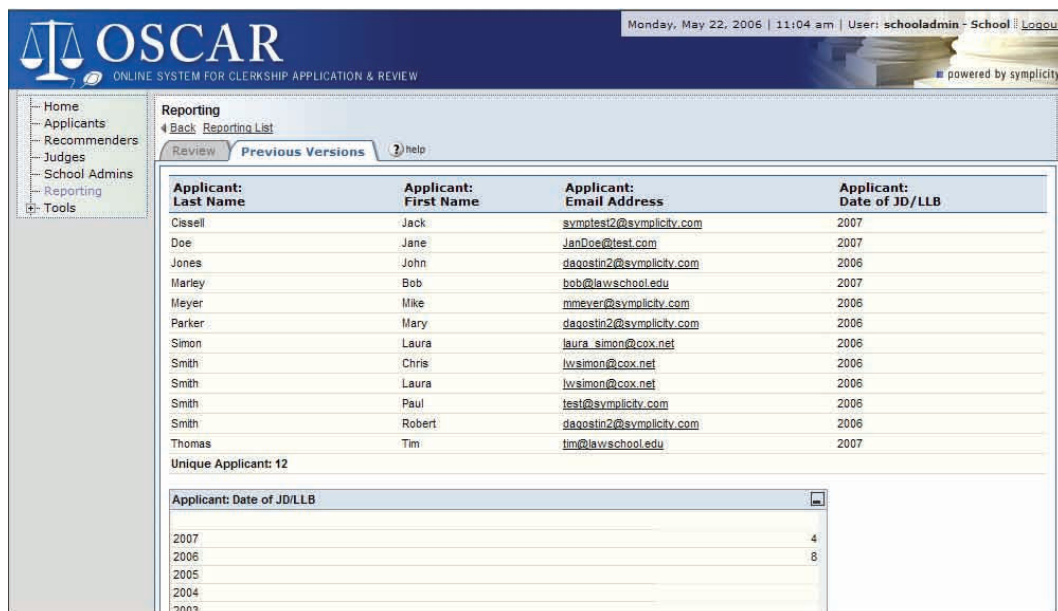
Review Previous Versions ? help

Regen Report Open In New Window Save As Excel Return To Report List

Applicant: Last Name	Applicant: First Name	Applicant: Email Address	Application (count)
Cisell	Jackson	symplest2@symplicity.com	4

Unique Applicant: 1

Figure 41. Sample - Applicants by Graduation Year



Monday, May 22, 2006 | 11:04 am | User: schooladmin - School | Logout

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Home  
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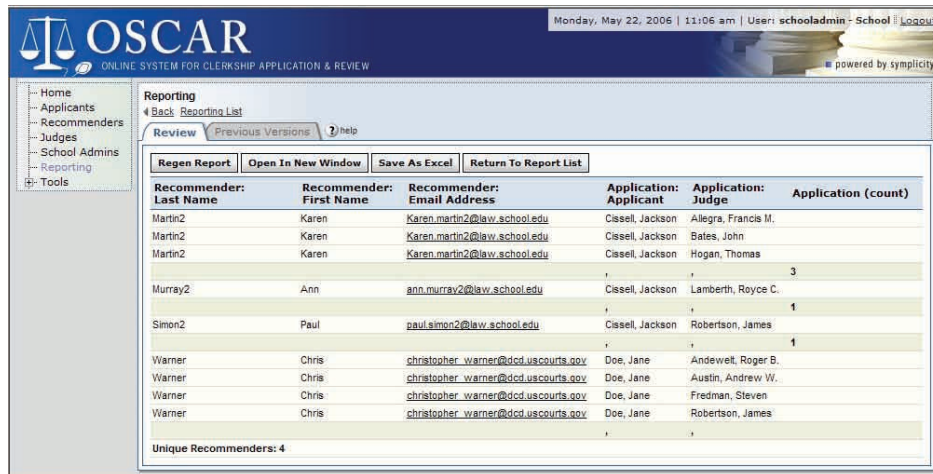
Regen Report Open In New Window Save As Excel Return To Report List

Applicant: Last Name	Applicant: First Name	Applicant: Email Address	Applicant: Date of JD/LLB
Cisell	Jack	symplest2@symplicity.com	2007
Doe	Jane	JanDoe@test.com	2007
Jones	John	dagostin2@symplicity.com	2006
Marley	Bob	bob@lawschool.edu	2007
Meyer	Mike	mmever@symplicity.com	2006
Parker	Mary	dagostin2@symplicity.com	2006
Simon	Laura	laura_simon@cox.net	2006
Smith	Chris	hwsimon@cox.net	2006
Smith	Laura	hwsimon@cox.net	2006
Smith	Paul	test@symplicity.com	2006
Smith	Robert	dagostin2@symplicity.com	2006
Thomas	Tim	tim@lawschool.edu	2007

Unique Applicant: 12

Applicant: Date of JD/LLB	
2007	4
2006	8
2005	
2004	
2003	

Figure 42. Sample - Recommendation Requests by Recommender with Applicant Names and Judges



Monday, May 22, 2006 | 11:06 am | User: schooladmin - School | Logout

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Home  
Applicants  
Recommenders  
Judges  
School Admins  
Reporting  
Tools

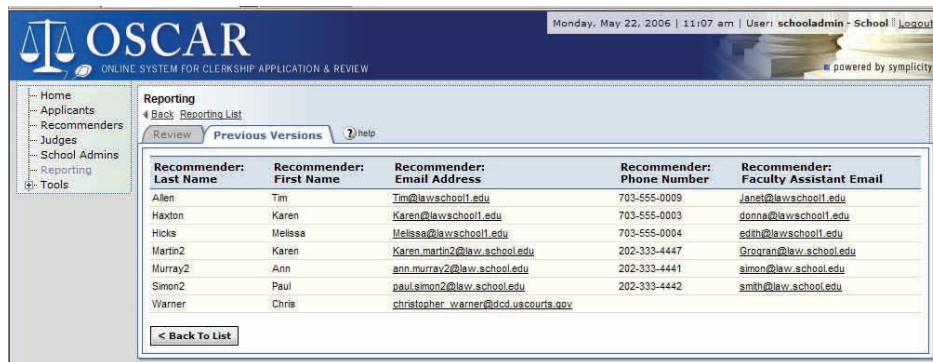
Reporting  
Back Reporting List

Review Previous Versions Help

Regen Report Open In New Window Save As Excel Return To Report List

Recommender: Last Name	Recommender: First Name	Recommender: Email Address	Application: Applicant	Application: Judge	Application (count)
Martin2	Karen	karen.martin2@law.school.edu	Cisell, Jackson	Allegre, Francis M.	
Martin2	Karen	karen.martin2@law.school.edu	Cisell, Jackson	Bates, John	
Martin2	Karen	karen.martin2@law.school.edu	Cisell, Jackson	Hogan, Thomas	
					3
Murray2	Ann	ann.murray2@law.school.edu	Cisell, Jackson	Lamberth, Royce C.	
					1
Simon2	Paul	paul.simon2@law.school.edu	Cisell, Jackson	Robertson, James	
					1
Warner	Chris	christopher_warner@dcd.uscourts.gov	Doe, Jane	Andrew, Roger B.	
Warner	Chris	christopher_warner@dcd.uscourts.gov	Doe, Jane	Austin, Andrew W.	
Warner	Chris	christopher_warner@dcd.uscourts.gov	Doe, Jane	Fredman, Steven	
Warner	Chris	christopher_warner@dcd.uscourts.gov	Doe, Jane	Robertson, James	
Unique Recommenders: 4					

Figure 43. Sample - Recommender List



Monday, May 22, 2006 | 11:07 am | User: schooladmin - School | Logout

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Home  
Applicants  
Recommenders  
Judges  
School Admins  
Reporting  
Tools


Reporting  
Back Reporting List

Review Previous Versions Help

Recommender: Last Name	Recommender: First Name	Recommender: Email Address	Recommender: Phone Number	Recommender: Faculty Assistant Email
Allen	Tim	Tim@lawschool1.edu	703-555-0009	Janet@lawschool1.edu
Haxton	Karen	Karen@lawschool1.edu	703-555-0003	donna@lawschool1.edu
Hicks	Melissa	Melissa@lawschool1.edu	703-555-0004	edth@lawschool1.edu
Martin2	Karen	karen.martin2@law.school.edu	202-333-4447	Grogan@law.school.edu
Murray2	Ann	ann.murray2@law.school.edu	202-333-4441	simon@law.school.edu
Simon2	Paul	paul.simon2@law.school.edu	202-333-4442	smith@law.school.edu
Warner	Chris	christopher_warner@dcd.uscourts.gov		

< Back To List

Figure 44. Sample - Recommendation Request by Applicant with Recommender Names and Judges



Monday, May 22, 2006 | 11:09 am | User: schooladmin - School | Logout

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Home  
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Judges  
School Admins  
Reporting  
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Regen Report Open In New Window Save As Excel Return To Report List

Application: Applicant	Application: Judge	Recommendation: Recommender	Recommendation: Complete
Cisell, Jackson	Abramson, Harold C.		No
Cisell, Jackson	Allegre, Francis M.	Martin2, Karen	No
Cisell, Jackson	Bates, John	Martin2, Karen	No
Cisell, Jackson	Hogan, Thomas	Martin2, Karen	No
Cisell, Jackson	Lamberth, Royce C.	Murray2, Ann	No
Cisell, Jackson	Robertson, James	Simon2, Paul	No
Doe, Jane	Austin, Andrew W.	Warner, Chris	No
Doe, Jane	Fredman, Steven	Warner, Chris	No
Doe, Jane	Robertson, James	Warner, Chris	No
Jones, John	Abramson, Harold C.		No
Jones, John	Anderson, Jr., G. Ross		No

## 11.0 Master Recommender Directory

OSCAR Version 2.0 allows applicants to identify their faculty recommenders from a Master Recommender Directory uploaded by the law school administrator. Adjunct faculty recommenders are shared by all law schools that have them on their Master Recommender Directories. After the initial Master Recommender Directory is uploaded to the system, the law school administrator can upload a revised directory at anytime. Each law school must upload a file that contains the following information:

- Recommender's first name
- Recommender's last name
- Recommenders email address
- Phone number
- Faculty assistant email address

Note: The faculty assistant email address is not required.

OSCAR will accept the data columns in any order. You can upload your file as an Excel Spreadsheet, Comma Separated Value (CSV) file, or a formatted text file. When uploading a formatted text file, you need to designate the type of delimiter used in the file. OSCAR will accept comma, tab, or pipe (|). Your IT Department may have this data already available in one of these formats. Examples of these three delimiters follow:

Figure 45. Comma Delimiter Sample

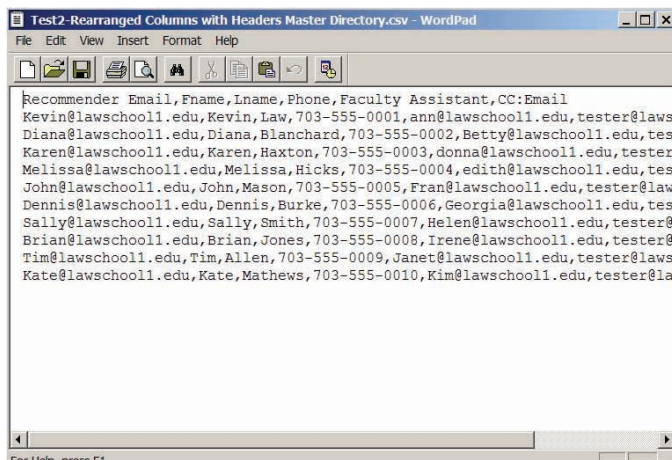


Figure 46. Tab Delimiter Sample:

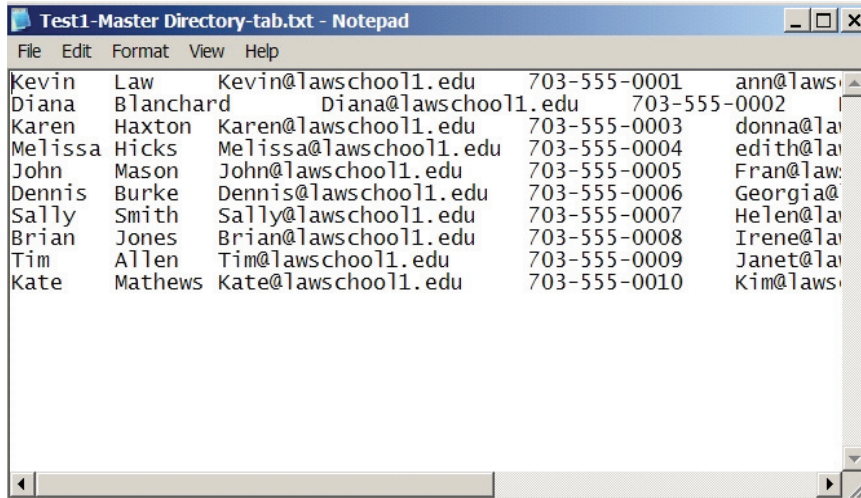
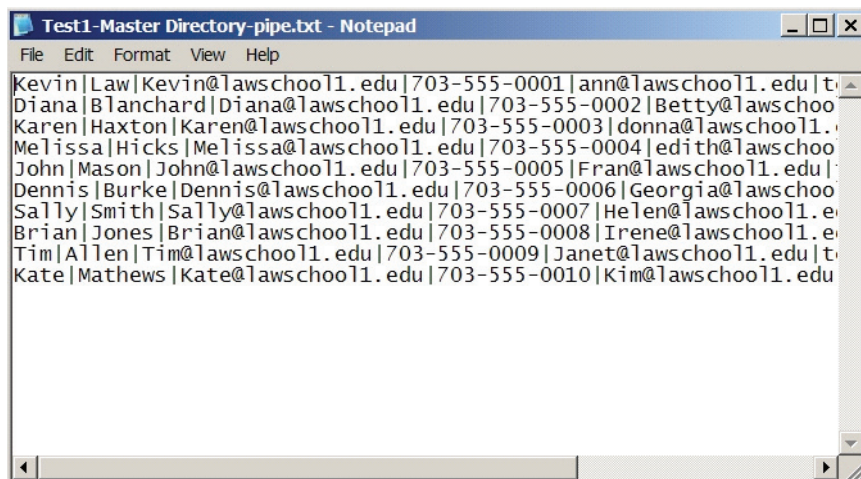


Figure 47. Pipe Delimiter Sample



1. Log into OSCAR as the law school administrator.
2. Select Tools from menu options located in the top left-corner of the screen.
3. Select Recommender Import.
4. From Step 1, click on Browse and select your file.



Figure 48. Uploading Master Directory- Step 1

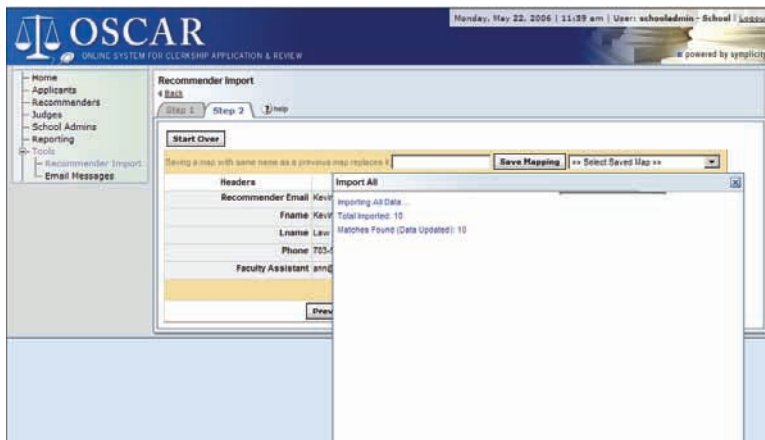
5. Under "File Starts with Headers Row?", click Yes if your file contains column headers or No if they do not have a header row.
6. Under the Delimiter field, select either "Comma," "Tab," or "|".
7. Click on the Upload button.
8. From Step 2, each data element from your file will be displayed on the left side under Import Data. Under Mapping Field, you must match your data field to the corresponding OSCAR fields. **Note: It is important that you correctly match your data with the Mapping Fields.**
9. After mapping each of the fields, you can save the mapping. To save, enter a name in the field to the left of the Save Mapping button. Next, click on the Save Mapping button. To verify that you have saved your mapping, click on the dropdown list for <Select Saved Map>.

Figure 49. Uploading Master Directory – Step 2

Headers	Import Data	Mapping Field
Recommender Email	Kevin@lawchool1.edu	Email Address
Fname	Kevin	First Name
Lname	Law	Last Name
Phone	703-555-0001	Phone Number
Faculty Assistant	ann@lawchool1.edu	Faculty Assistant Email

9. Click the Preview button to ensure the data fields are properly mapped and that NO ERROR MESSAGES are displayed.
10. Once you have verified that the data mapping is correct, click on the Import All button. A confirmation screen will display showing the total number of your faculty recommenders under Total Imported. The Matches Found indicates if any of your records were already uploaded. This may occur if you have previously uploaded your faculty list or if a school has already uploaded any of these recommenders (Adjunct Faculty).

Figure 50. Import All



## 12.0 Email Messages

OSCAR Version 2.0 provides a new feature where law schools can create emails within OSCAR and store the created emails within their User Messages tab. This feature allows the law schools **to create the emails ahead of time, save them in the system, and access them any time to send to applicants and/or recommenders.** To create emails in the system, perform the following steps.

1. Select Tools from menu options located in the top left-corner of the screen.
2. Select Email Messages.
3. Click on the Add New button.
4. Fill out each of the fields and type your email message.

Note: The text entered in the Message Identifier field identifies the saved email in the Label column.

Note: Click Yes for HTML format if you want to include website links, images, and specific formatting to your email. In using HTML format, you must also copy your email message into the Message Body box as well. **Otherwise, you only need to type your email message in the Message Body box.**

5. To attach a document to the email, click on the Add Item button and Browse. Find your document and click Open.
6. Click Save & Exit to save your new email message and to exit. Note: The system refreshes and your newly created email is listed under User Messages tab.

Figure 51. Creating New Email

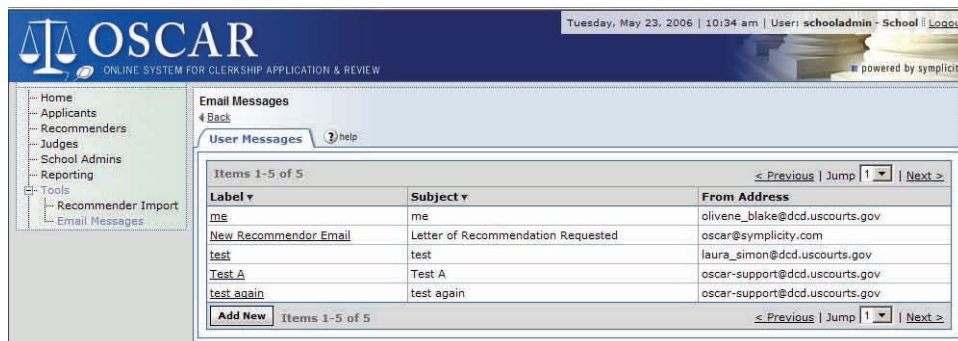


Figure 52. Creating New Email (Continued)

OSCAR: Online System for Clerkship Application and Review - Microsoft Internet Explorer

Address: https://oscar-demo.symplicity.com/index.php?\_do\_edit=1&\_tab=core&\_mode=\_form&id=

Search Web

Mail

My Yahoo!

Answers

Games

Music

Core

Save & Exit Save Cancel Changes Delete

\* indicates a required field

Message Identifier\*

Please enter an identifier for this message

Subject\*

Enter the subject of the email message.

From\*

Please enter the e-mail address which will be used in the from field.

Cc

Address (es) who should be carbon

Done

Start

Laura Si...

C:\Docu...

OSCAR L...

2 Inte...

Internet

10:39 AM

Figure 53. Creating Email Messages (Continued)

OSCAR: Online System for Clerkship Application and Review - Microsoft Internet Explorer

Address: https://oscar-demo.symplicity.com/index.php?\_do\_edit=1&\_tab=core&\_mode=\_form&id=

Search Web

Mail

My Yahoo!

Answers

Games

Music

Using HTML?

Message Body\*

Please enter the message body, including any substitution fields

Check Spelling

Attachment(s)

Add Item

Save & Exit Save Cancel Changes Delete

Done

Start

Laura Si...

C:\Docu...

OSCAR L...

2 Inte...

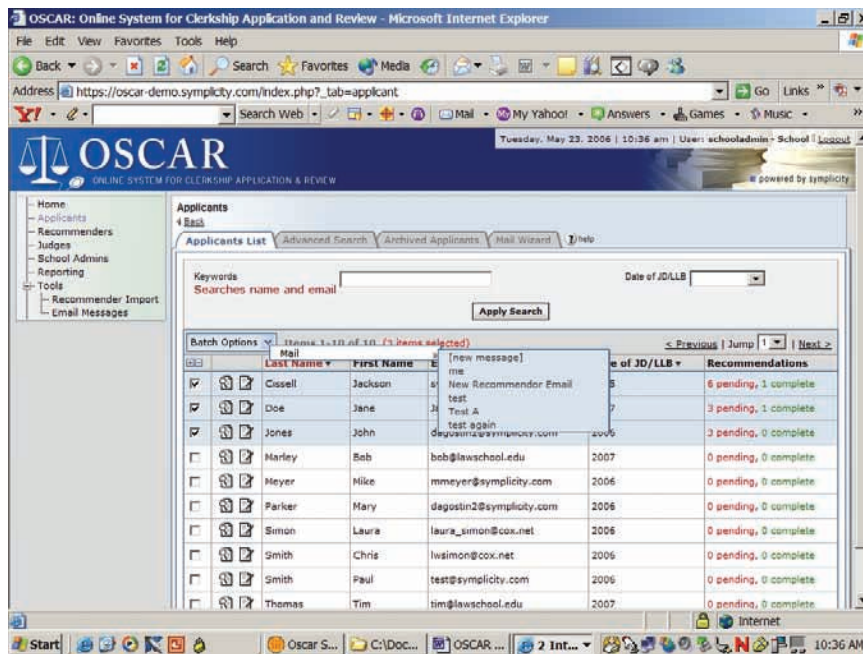
Internet

10:41 AM

7. To send the email to applicants and/or recommenders, you would go to the appropriate tab (Applicants tab or Recommenders tab). Either click in the box with the plus (+) sign to select all or click in the box to the left of the name of the recipients that you want to send the email to. Click Batch Options and select Mail from the dropdown list and select the email to send.



Figure 54. Identify Email Recipients



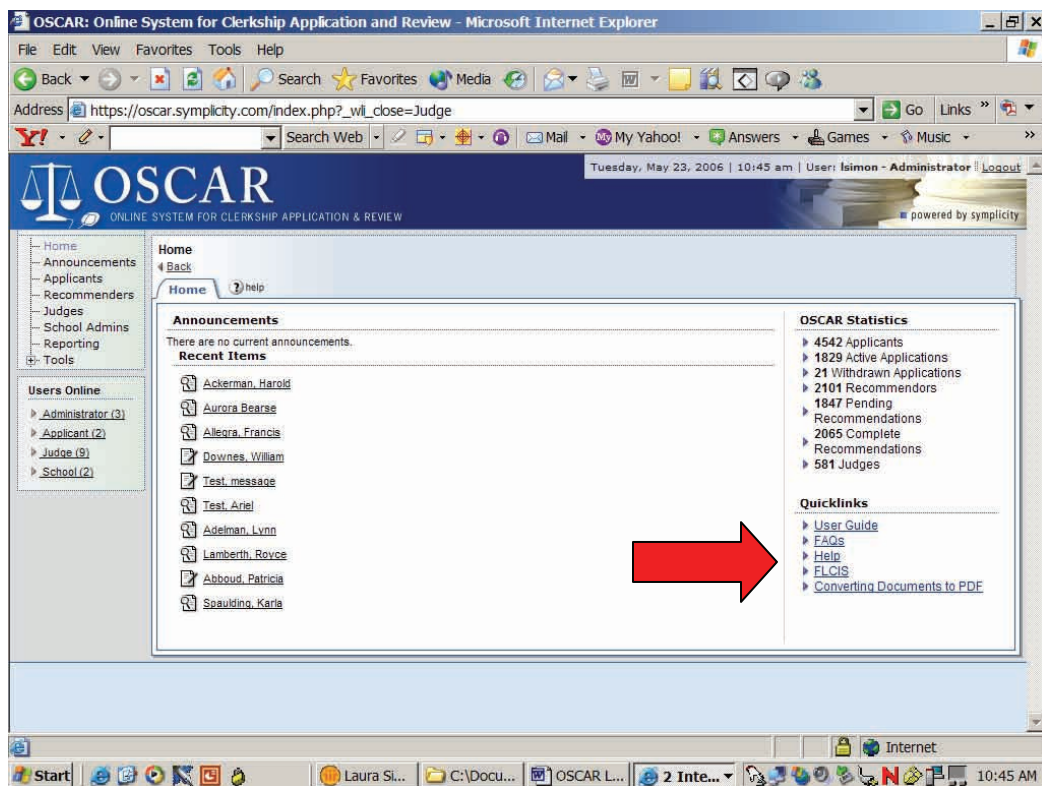
8. The Mail Wizard tab will appear with your selected email. This is the location where you may modify your email and use the available merge fields.
9. Click on the Next button. The system will display the email addresses of the recipients that you have identified to receive the email. Note: You may delete a recipient off the list at this time.
10. Click on the Send Messages button. The system will queue the emails for delivery.
11. Select Done to send the email.

## 13.0 Help Feature

OSCAR provides a Help feature for users to access when they have any system questions. The Help feature is located under Quick Links on the Home page and appears in the top left of the screen.

1. Click on the Help button from any screen.
2. A list of help questions will appear on the left-side of the screen.
3. Click on the applicable question. OSCAR will display the answer.

Figure 55. Help Screen



## 14.0 Logging Out

To log out of the system, click on Logout located at the top of the screen. Users can log out of the system from any OSCAR screen.

Figure 56. Logging Out of OSCAR

